Muskingum University has its own telephone system. Each room is provided with an outlet for telephone and data transmission. Telephone and data processing equipment are the responsibility of the residents. Touch tone instruments are required. Each student, living in a university residence, will have a phone line, voice mail service and a working data outlet to the campus computer network. Information about the operation and features of the telecommunication system will be provided to students when they check into their campus residence.

Local phone service is provided in each residence hall room. Students must supply their own telephone. You may make unlimited calls to non-toll numbers (these include “800” and “888” numbers and numbers in our local calling service area: New Concord 826- , Cambridge 432- or 439-, and Norwich 872-). Long distance calls may be made with a Personal Identification Number (PIN) and are billed to your student account. A FAX machine is available in the International Programs Office or in the Library at the circulation desk. Ask about procedures and fees. Please see the Telecommunications Guidelines as listed in the campus phone directory for more telephone information.

**Other Types of Calls**

- **Calling Collect** means you want the person you are calling to pay for the call. To call collect dial 0. When you dial 0 it connects you with a local operator. The operator will ask if he or she can help you. Ask to make a collect call. The operator will ask for the number you wish to call and your name.
- **Using a Calling Card** means you want to bill your call to a credit account. There are many different types of calling cards, so to use a calling card you need to find out how to apply for and use your card. Zaptel® has provided you with a free calling card in your Orientation Packets.

**Telephone Directory**

You will receive a campus directory which contains the name, address and telephone number for members of the Muskingum University community. In addition, it includes emergency telephone numbers and general information about how to use the telephone system. There is also a section with local businesses and their phone numbers.
Mail Services

Pick-up and Delivery

Mail is placed in your campus mailbox daily in the Quad Center. Mail you are sending out can be dropped off in the mail slot near the mail room, deposited in one of the blue mail boxes located on many streets, or taken to the Post Office.

You can send letters and packages from both the Campus Mail Room, located in the BOC, and the United States Post Office on New Concord’s Main Street. The campus mail room also offers mail service through the United Parcel Service (UPS), a private mail service for packages.

Zip Codes

The United States Post Office requires a zip code for every letter with a U.S. destination. This is the last and very important part of an address. It is usually a five, sometimes nine, digit number showing what section in the U.S. the letter is going to. Muskingum University’s zip code is 43762. Some local zip codes can be found in the GTE phonebook.

Rates

Postal rates change periodically. If you need more information about sending mail, you can call the campus mail room at ext: 8124 or the New Concord Post Office at 826-4354.

Mailing Parcels Overseas

Different countries have different regulations governing the parcels they will receive and handle in their mail. The regulations concern such things as the content of the parcels, their weight, their dimensions, and the manner in which they must be wrapped. The Post Office has information regarding regulations of different countries.

Telegrams and Cables

The Western Union Telegraph company provides telegraph and cable services in the U.S. Western Union is affiliated with the telephone company, so you can have telegrams and cables charged to your telephone number. You can also pay for them at a public phone by depositing an appropriate amount of money in the slots, or by going to the Western Union office and placing the message in person. To send a telegram or cable by phone, call Western Union at 1-800-325-6000.